

# Outdoor Education Counselor In Training Program

Young adults ready to take a leadership role and learn more about caring for campers are encouraged to apply for the Counselor In Training (CIT) program. CITs work alongside camp counselors where they teach campers, play games, hike, fish, canoe, and more.

**AGES 13 – 17 (must have completed 7<sup>th</sup> Grade)**



The CIT program runs for 10 weeks during the summer at Indian Village, Camp Terra, Camp Terra Preschool, and our new Camp Walnut at Big Walnut Park shelter house. CITs pay \$20 to participate, which covers the cost of two CIT shirts and an event at the end of the summer. Scholarships are available through the Outdoor Education Community Recreation Council. Please call for details.

**Mail applications to:  
Casey Smith  
3200 Indian Village Road  
Columbus, OH 43221**



## **Application Process**

Spaces are limited. Interested individuals are required to submit an application and interview for the position. Fill out an application and return it to Indian Village by April 11, 2014. Preference will be given to applicants who are able to volunteer three weeks or more.

Application is on the following pages.

**Questions? Call 614.645.3380 or email [OutdoorEducation@columbus.gov](mailto:OutdoorEducation@columbus.gov)**

# COLUMBUS RECREATION AND PARKS DEPARTMENT

## JOB DESCRIPTION



THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

RECREATION AND PARKS  
DEPARTMENT

**Position:** Counselor in Training (CIT)  
**Program:** Summer Camp – Indian Village, Camp Terra/Camp Terra Pre-School, Camp Walnut at Big Walnut Park  
**Program Hours:** Monday – Friday 8:30 AM – 4:30 PM

### **SUMMARY OF RESPONSIBILITIES:**

Assist the camp director and counselors in coordinating and organizing recreational activities for youth ages 4-12. For a cost of \$20, CITs get two shirts and an event at the end of the year. This is a volunteer position, however if we feel you are not performing up to expectations we reserve the right to dismiss you. Preference will be given to volunteers who can attend three or more weeks.

### **DUTIES:**

Assist youth in arts and crafts, games, sports, and outdoor activities. Help ensure the safety of program participants at all times. Assist in maintaining organization of site by completing tasks assigned. Follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties. Take the initiative to assist site staff in daily duties. Maintain a thorough knowledge of all policies and procedures; make sure policies and procedures are followed at all times. Assist in the supervision of youth while on excursions. Maintain positive environment for program participants. Strive to be a role model for program participants. Perform other duties as assigned.

### **WORK ENVIRONMENT:**

Works primarily in an outdoor park facility, both indoors and outdoors, in varying types of weather and locations.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

CITs must have a desire to work with youth and to interact in a positive manner with all ages and backgrounds of children. This position requires a desire to develop leadership skills, problem solving abilities and decision making skills. CITs must have the ability to motivate self, peers and youth in an enthusiastic manner. CITs must be reliable, honest, creative and willing to follow through on all assigned tasks. Must be able to work Monday through Friday of all assigned weeks.

### **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

Must be between 13-17 years of age and have completed 7<sup>th</sup> grade. Experience working with youth in areas such as baby-sitting, scouts, church groups, sports or any other volunteer work is preferred. Qualified applicants must possess a clean and professional appearance and attitude and be comfortable working with the public.

### **Dates of Camp:**

Session 1	June 9-13	Session 5	July 7-11	Session 9	August 4-8
Session 2	June 16-20	Session 6	July 14-18	Session 10	August 11-15
Session 3	June 23-27	Session 7	July 21-25		
Session 4	June 30-July 3 (no camp July 4)	Session 8	July 28-August 1		

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# COUNSELOR-IN-TRAINING APPLICATION

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This program is offered through the Columbus Recreation and Parks Department Outdoor Education section to 13-17 year old students who have completed 7<sup>th</sup> grade to help them develop leadership skills. CITs will work directly with our summer camp staff and campers.

**Applications must be received by Friday, April 11, 2014.** During the following week, applicants will be contacted to set up an interview time. Once interviews have taken place, CITs will be notified as to which weeks they were accepted for and will be given orientation information. The selection process may take several weeks.

**(Please print all information clearly or type your answers into the form)**

**Name:**

**Last**

**First**

**Date of Birth:**

**Current Age:**

**Female/Male:**

**School:**

**Current Grade:**

**Mailing Address:**

**Home Phone:**

<b>Parent/Guardian Name(s):</b>	<b>Phone(s):</b>
<b>Parent/Guardian Name(s):</b>	<b>Phone(s):</b>

**(At least one email address is required or you will NOT be contacted for an interview.)**

**CIT Email:**

**Parent Email:**

***Please answer the following questions to the best of your ability***

1. Please check the following boxes if they apply to you:

☐ Previous Indian Village CIT

☐ Previous Indian Village or Camp Terra Camper

☐ Previous Camp Terra CIT

2. I enjoy participating in the following activities:

☐ Hiking

☐ Caring for Animals

☐ Playing Sports

☐ Swimming

☐ Fishing

☐ Music

☐ Canoeing/Kayaking

☐ Science Projects

☐ Archery

☐ Group Games

☐ Art (drawing, painting, etc)

☐ Exploring Nature

3. I prefer to work with the following age group(s):

☐ 4 and 5 year olds

☐ 6 and 7 year olds

☐ 8 and 9 year olds

☐ 10, 11, and 12 year olds

4. How would you benefit from being a CIT?

5. What experience do you have working with children?

6. What would you do in the following situation? You are a CIT at camp and “Camper Johnny” does not want to participate in the group game. How would you try to get him involved?

**Please list two references, which we could contact to let us know why we should make you a CIT:**  
(Good references include: teachers, youth group advisors, scout leaders, etc. No relatives please)

1. Name:	Relationship:	Phone:
2. Name:	Relationship:	Phone:

**Please check off the camp and dates you would like to work. Remember, preference will be given to those individuals who can volunteer for at least 3 weeks of camp. You may chose multiple camps, however if you prefer one camp over the other, please let us know. Thanks!**

	<b>Indian Village</b>	<b>Camp Terra</b>	<b>Camp Walnut</b>
Session 1 (June 9-13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 2 (June 16-20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 3 (June 23-27)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 4 (June 30-July 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 5 (July 7-11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 6 (July 14-18)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 7 (July 21-25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 8 (July 28-August 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 9 (August 4-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Session 10 (August 11-15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Mail or Email the application to the following:**

Outdoor Education CIT  
Attn: Casey Smith  
3200 Indian Village Road  
Columbus, OH 43221

**OR**

email: [OutdoorEducation@columbus.gov](mailto:OutdoorEducation@columbus.gov)  
Subject: Outdoor Education CIT

# CIT AGREEMENT FORM

I, \_\_\_\_\_ agree to serve, if selected, as a volunteer Counselor-in-Training with the Columbus Recreation and Parks, Outdoor Education section during the summer of 2014. I will comply with all the following conditions and requirements:

1. I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the Columbus Recreation and Parks Department.
2. I agree to attend camp punctually each day. In the event of illness or an emergency, I will call the Camp Director as soon as possible to notify him/her of my absence.
3. It is understood that since I am not an employee, I am not entitled to City of Columbus health insurance, worker's compensation programs, or any other benefit given an employee of the City of Columbus.
4. I have read and understand the Counselor in Training job description and agree to perform the duties listed to the best of my ability.
5. If my work performance or behavior is in any way deemed unacceptable by the Camp Director, I understand that I may be terminated immediately.

**I understand that completion of the application process for the Counselor-in-Training position does not guarantee acceptance in the program.**

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Counselor-in-Training Applicant's Signature

Date

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Parent's Signature

Date

Outdoor Education  
Columbus Recreation and Parks  
3200 Indian Village Road  
Columbus, OH 43221